



THE SECRETARY OF THE INTERIOR  
WASHINGTON

MAY 18 2001

Memorandum

To: Deputy Secretary  
Solicitor  
Inspector General  
Assistant Secretaries  
Heads of Bureaus and Offices

From: Secretary *Paul A. Norton*

Subject: **Energy Conservation at Interior Facilities**

On May 3, 2001, President Bush directed Interior and other Federal agencies to take immediate actions to conserve energy use at Federal facilities (memorandum attached). The energy conserving actions your facilities undertake will demonstrate the Administration's overall commitment to make the most economical use of public dollars, protect the environment, and help the Nation meet its electricity needs. Your bureau's action will significantly contribute toward support of the Administration's National Energy Policy.

As we have discussed, each of us, as members of the Department, must take necessary steps to become more energy efficient and conserve energy usage in all of our facilities. Please report **within a week** on the immediate steps your organizations are taking to reduce consumption of power so that I can report these conservation actions to the President. With electricity shortages in California, and possibly the Northeast and Northwest this summer, the President wants the Federal government to set a good example by reducing its energy use through energy conservation and energy efficiency, particularly during periods of peak electricity demand.

Your managers need to adopt aggressive strategies to implement the President's directive and coordinate with state and local government agencies to minimize the use of electricity in our buildings and facilities. The strategies for bureau facilities should include specific identification of short- and long-term electricity load reduction measures, monitoring of total facility demand, strengthened coordination with local utilities, and enhanced communications with employees about the benefits of and best practices for increased energy efficiency. I count on your leadership to see that this occurs.

I will be monitoring, on a regular basis, your efforts to reduce energy consumption. The Office of Acquisition and Property Management (PAM) is available to assist you in identifying and implementing energy conservation measures. Please provide your report on actions taken to PAM by May 25th. Thank you for your support in this important effort.

Attachment

Bureau:

## Facility Energy Strategic Plan

Date:

Facility Information		Facility Size	
Facility Name:		Gross Square Footage of Facilities in FY 1985	
City/State:		Gross Square Footage of Facilities in FY 2001	
Contact/Phone/ E-mail			
Energy Use		Planned Energy Use	
BTUs per Gross Square Footage in FY 1985		Planned BTUs per Gross Square Footage in FY 2003	
BTUs per Gross Square Footage in FY 2001		Planned BTUs per Gross Square Footage in FY 2005	
Strategies (list strategies in bullets)			
Efforts to coordinate with state and local government agencies and utilities to conserve electricity in our buildings			
Short-term energy reduction measures and projects			
Long-term energy reduction measures and projects			
Monitoring of total facility demand			
Creative financing through partnering with utilities and energy service companies			
Actions to enhance communications with employees about the benefits of and best practices for increased energy efficiency			

Bureau: **XXXXXX****Facility Energy Strategic Plan**

Date: 10/15/01

Facility Information		Facility Size	
Facility Name:	Circleville Field Office	Gross Square Footage of Facilities in FY 1985	7,500 GSF
City/State:	Circleville, Tx	Gross Square Footage of Facilities in FY 2001	15,000 GSF
Contact/Phone/ E-mail	Joe Jones, Office Manager 800-555-1212 J.Jones@xxx.Gov		
Energy Use		Planned Energy Use	
BTUs per Gross Square Footage in FY 1985	100,000 BTU GSF	Planned BTUs per Gross Square Footage in FY 2003	75,000 BTU GSF
BTUs per Gross Square Footage in FY 2001	86,000 BTU GSF	Planned BTUs per Gross Square Footage in FY 2005	70,000 BTU GSF
Strategies (list strategies in bullets)			
Efforts to coordinate with state and local government agencies and utilities to conserve electricity in our buildings	<ul style="list-style-type: none"> <li>Establish/enhance communications with the local utility company. Understand their needs for load reductions. Work with the local utility to develop the individual facility plan.</li> </ul>		
Short-term energy reduction measures and projects	<ul style="list-style-type: none"> <li>Turn off fluorescent lights when leaving an area for more than 1 minute.</li> <li>In areas with sufficient daylighting, turn off lights. Adjust blinds, if available, to reduce glare.</li> <li>Use task lighting and turn off general lighting, where it is feasible to maintain sufficient lighting levels for safety and productivity.</li> </ul>		
Long-term energy reduction measures and projects	<ul style="list-style-type: none"> <li>Install energy-efficient HVAC</li> <li>Replace 3 4X4 with sedans</li> </ul>		
Monitoring of total facility demand	<ul style="list-style-type: none"> <li>Identify load reduction measures appropriate for the facility. Investigate separating loads into: (1) Life, health and safety driven; (2) Mission critical; and, (3) Non-critical.</li> </ul>		
Creative financing through partnering with utilities and energy service companies	<ul style="list-style-type: none"> <li>Apply for Utility Energy Rebate funding for the HVAC</li> </ul>		
Actions to enhance communications with employees about the benefits of and best practices for increased energy efficiency	<ul style="list-style-type: none"> <li>Host a workshop with other federal facilities and state and local government reps to discuss opportunities, working together to reduce energy usage and acquiring energy saving technologies</li> <li>Nominate staff to receive a FEMP "Energy Efficiency" award</li> </ul>		